Service Coordination Board (SCB) Meeting Summary

Date: 20 February 2013

Members in attendance:

	Member	In Attendance
AES	John Maclean	√
	Geoff Pile	
ASD	Michael Borland	√
	Ali Nassiri	√
XSD	Mark Beno	√
	Chris Jacobsen	√
	Jonathan Lang	√
Upgrade Project	Tom Fornek	√
	Mohan Ramanathan	

Secretary: D. Ferguson
Also in attendance: S. Davey, R. Torres

Agenda

- Review of February 13, 2013 minutes
- Review of Open Action Items
- Project Report Summary Discussion
- New business

Meeting Summary

The meeting minutes from 13 February 2013 were discussed and approved with minor changes. Action items from 13 February 2013 were discussed. Project Manages will soon be able to obtain effort reports by project number from the green sheet system. Borland questioned the need to have two designers assigned full-time for the entire year to work on project 1153. It was suggested that Rusthoven and Ivanysushenkov meet to clarify drafting needs. Employees working on projects need the ability to associate Project numbers when reporting effort. The majority of the meeting was focused on discussing the APS Project Report Summary. This report can be accessed through the following links

Permanent URL to the newest released revision: **https://icmsdocs.aps.anl.gov/docs/idcplg?IdcService=DISPLAY_URL&dDocName=APS_1432632**

Web Location: **https://icmsdocs.aps.anl.gov/docs/groups/aps/@apsshare/@computersystems/documents/list/aps_1432632.pdf**

Native File: **Project Report Summary - Jan 2013 (APS_1432632).xlsx**

New Action Items

1. Send email regarding project updates for projects which will not be completed [Davey]-Closed
2. Change Project 482 in proposal system to Approved status [Davey]-Closed
3. Clarification on SCU Measurement System with Y. Ivanyushenkov [Torres]-Changed
4. Meet with B. Rusthoven to provide effort clarification on SCU Measurement System [Ivanyushenkov] – Changed
5. Discuss at AES Group Leader's meeting effort reports by project number [Maclean] - Closed
6. Long-term item: Provide training on green sheet effort status when programming changes occur [Torres] - Open

Open Action Items

From 13 February 2013 meeting:

1. Action Item: Finalize meeting minutes from prior meetings and update these on the web [Eyberger] – Closed
2. Action Item: Meet with Rick and Richard to review effort for project 431 [Maclean] – Open
3. Action Item: Request C. Benson to provide detail on XSD provisionally approved projects 547 and 1097 [Davey] –Open
4. Action Item: Discuss Project Manager status for Project 1153 with E. Guskin [Borland]-Closed
5. Action Item: Resolve Project 482 effort with P. Den Hartog [Davey] – Open
6. Action Item: Gather supporting documentation from 9BM and 6BM Provisional Approval Status [Beno & Davey] – Closed

Agenda Topic Review of Minutes from 13 February 2013 SCB meeting

Minor corrections to the minutes were suggested. These corrections have been incorporated into the final meeting minutes posted on the web.

Agenda Topic Review Project Report Summary Discussion

Project	Discussion
1153	Discussion of Baseline hours being under estimated
1373	Updates provided. Move project to Approved status
1374	Updates provided. Move project to Approved status
1053&1054	These are both duplicate entries. Remove both project from system

481	90% of MED and BCDA work complete. XMED and CTSs initial tech effort request not needed. XSD techs providing support. Software effort to continue.
484	Expects project to be complete by 3/26/13. Additional resources needed.
482	Effort needs to be resolved. See action item. Change to approved status in project system
1095	Move to Approved status
543	Plans are needed
1453 (6BM)	This has been added to the Project Proposal System. M. Erdmann working on Plan, needs to start reporting effort against project. S. Davey to change status to "approved" in project system
1193	No updates were received. Reminders have been sent. J. Lang reported project is on track, taking beam and trying to perform diagnostics
Other	SCU measurement system cost estimate. Project proposal needed. Change to Provisionally Approved

New Business

Discussed the need of requesting monthly effort updates at the task level on the project plans. Staff do not keep track of actual hours spent to that level of detail on every project. Many need to re-evaluate the usefulness of collecting the data to this level of detail

Next Meeting: March 6, 2013, 401/B4100, 11:15